

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.**

1. FROM (AGENCY OR ESTABLISHMENT)

**General Services Administration**

2. MAJOR SUBDIVISION

**Records Management Service, Region 6**

3. MINOR SUBDIVISION **Federal Records Center**

**KC Annex (Military Records Branch)**

4. NAME OF PERSON WITH WHOM TO CONFER

**Philip P. Brower**

5. TEL. EXT.

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

☐ A The records have ceased to have sufficient value to warrant further retention.

☒ B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

July 6 1960  
(Date)

A J White  
(Signature of Agency Representative)

G. Rief, FRC  
(Title)

7. ITEM NO

8. DESCRIPTION OF ITEM  
(WITH INCLUSIVE DATES OR RETENTION PERIODS)

9. SAMPLE OR  
JOB NO.

10. ACTION TAKEN

**Denazification Records of the Special Branch, Public Safety Division, OMCUS, located in Land Bavaria, Land Hesse, Land Wuertemberg-Baden, Bremen Enclave, and U. S. Sector of Berlin, 1945-1949.**

**Request authority to destroy all records listed hereon, January 1, 1963.**

1. **Case History Files**

Each file contains all the documents pertaining to the denazification of an "important" individual, though the basis for determining importance is not at all clear. Files are usually arranged numerically. A file may contain the following documents:

**Fragebogen or Meldebogen (i.e. Questionnaire)**

The Fragebogen or Meldebogen was the basic document of denazification. It comprises a wide variety of information. Some 12,000,000 Germans completed one.

**Fragebogen Work Sheet**

Served as an evaluation of the Fragebogen. It was also circulated to the local Burgomeister, police, work council, trade union, etc. for checking and for additional information.

**CIC Fragebogen**

An abbreviated Fragebogen was filled out by CIC at the request of a Special Branch.

NWC Task Force review

Four copies, including original, to be submitted to the National Archives and Records Service

16 50420 2 GPO

On file GSA release  
instructions apply

## INSTRUCTIONS

0321 18 00

**General Instructions:** Use Standard Forms 115 and 115a, obtainable from Supply Centers of the Federal Supply Service, General Services Administration, to obtain authority to dispose of records. Submit four copies, all of which should be signed and dated, to the National Archives and Records Service. Indicate the number of pages involved in the disposal request under entry 6. Copy 4 of the standard form will be returned to the agency as notification that Congress has authorized disposal of the items marked "approved."

**Specific Instructions:**

**Entries 1, 2, and 3** should show *what* agency has custody of the records that are identified on the form, and should contain the name of the department or independent agency, and its major and minor subdivisions.

**Entries 4 and 5** should help identify and locate the person to *whom* inquiries regarding the records should be directed.

**Entry 6** should show *what kind of authorization* is requested. Only one of two kinds of authorizations may be requested on a particular form.

**Box A** should be marked if immediate disposal is to be made of past accumulations of records, and the completed form thus marked is a list.

**Box B** should be marked if records that have accumulated or will continue to accumulate are to be disposed of at some definite future time or periodically at stated intervals, or if disposal is to be made of microphotographed records after it has been ascertained that the microfilm copies were made in accordance with the standards prescribed in GSA Regulations 3-IV-105; and the completed form thus marked is a schedule.

**Entry 7** should contain the numbers of the items of records identified on the form in sequence, i. e., 1, 2, 3, 4, etc.

**Entry 8** should show what records are proposed for disposal.

Center headings should indicate *what office's records* are involved if all records described on the form are not those of the same office or if they are records created by another office or agency.

An identification should be provided of the *types of records* involved if they are other than textual records, for example, if they are photographic records, sound recordings, or cartographic records.

An itemization and accurate identification should be provided of the *series of records* that are proposed for disposal. Each series should comprise the largest practical grouping of separately organized and logically related materials that can be treated as a single unit for purposes of disposal. Component parts of a series may be listed separately if numbered consecutively as 1a, 1b, etc., under the general series entry.

A statement should be provided showing *when* the records were produced or *when* disposal is to be made of the records, thus:

If Box A under entry 6 was marked, the inclusive dates during which the records were produced should be stated.

If Box B under entry 6 was marked, the period of retention should be stated. The retention period may be expressed in terms of years, months, etc., or in terms of future actions or events. A future action or event that is to determine the retention period must be objective and definite. If disposal of the records is contingent upon their being microfilmed, the retention period should read: "Until ascertained that microphotographic copies have been made in accordance with GSA Regulations 3-IV-105 and are adequate substitutes for the paper records."

**Entry 9** should show *what samples* of records were submitted for each item, or with *what job number* such samples were previously submitted. Samples of types of records other than textual and cartographic records should not be submitted.

**Entry 10** should be left blank.

U.S. GOVERNMENT PRINTING OFFICE 10-50420-2

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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><b>Berlin Document Center Record Check</b> Comprises a request to the center for a check of its records as to membership in Nazi Party Organizations, and BDC reply.</p> <p><b>Denunciation</b> Statement of a German denouncing another as a former Nazi or for other reasons.</p> <p><b>Investigation Report</b> Gives results of outside investigations of an individual. Reason for investigation might be a denunciation, suspected Fragebogen falsification, subversive activities, etc.</p> <p><b>Exhibits</b> Usually these consist of photostatic copies of a person's application for membership in the NSDAP or SA or SS, etc, with indication of official approval of the application. Occasionally the original application will be in the case file.</p> <p><b>Depositions</b></p> <p><b>Work Sheet (Arbeitsblatt)</b> Used by the Public Prosecutor of a denazification court (Spruchkammer) to document a case. Alternately designated as the Spruchkammer Work Sheet.</p> <p><b>Spruchkammer Charge Sheet (Klageschrift)</b> Recorded the specific charge or charges against an individual.</p> <p><b>Protocol (Protokoll)</b> Constitute minutes of a trial. Minutes are not often found in the files.</p> <p><b>Spruchkammer Decision (Spruch or Suchnebescheid)</b> Records the sentence of the court.</p> <p><b>Tribunal Supervision (T/S) Work Sheet</b> Maintained by a Special Branch to supervise all the actions taken by a Spruchkammer or an appellate court in a given case.</p> <p><b>Delinquency and Error (D &amp; E) Report</b> Used by a Special Branch when the Branch objected to the decision of a Spruchkammer and required another trial be held. The Branch sent a copy to the Ministry</p>		

Four copies, including original, to be submitted to the National Archives

16-59438-1 GPO

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

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	<p>for Political Liberation for corrective action.</p> <p>Appeals Application The defendant could make application to appeal his sentence. If approved, his appeal was taken to an appellate court.</p> <p>Appeals Court Work Sheet</p> <p>Appeals Court Charge Sheet</p> <p>Appeals Court Sanction</p>		
2.	<p>Fragebogen Cases</p> <p>Each case contains all the documents on the denazification of an individual not in the "important" or VIP categories. An individual here might or might not be brought to trial. In the former instance a case included usually a Fragebogen, Fragebogen Work Sheet, and a Fragebogen Action Sheet. This latter document gives the recommendation of a Special Branch on the employability of a person. Cases are usually arranged numerically.</p>		
3.	<p>Open Dossier Files</p> <p>Concern individuals whose denazification process was incomplete at the time OMGEUS closed off the program. A file may contain many of the documents described in Series 1 above.</p>		
4.	<p>Indexes</p> <p>a. Master Files Constitute card indexes to Series 1. above and to Dossier Files. Arranged alphabetically by name of individual.</p> <p>b. Permanent Index Cards Also an index to Series 1 and to Dossier Files. Sometimes PIC's were consolidated with Series 4a.</p> <p>c. Fragebogen Record Cards Index to Series 2 above.</p> <p>d. Open Dossier File Cards (ODFC) Index to Series 3.</p>		

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16-50428-1 GPO

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>e. Sanction Check Cards Index to Spruchkammer decisions located in Series 1 and in Dossier Files.</p> <p>f. Tribunal Supervision Locator Cards Index to T/S Work Sheets found in Series 1 and in Dossier Files.</p>		
5.	<p>Personality Cards (P and PM groups)</p> <p>A card gives a short report on a person's political, military and professional background and details on membership in Nazi organizations.</p>		
6.	<p>Schutzstaffel (SS) Cards</p> <p>Constitute a type of "personality" card but restricted to individuals who had been SS members.</p>		
7. ✓	<p>Berlin Sector Records</p> <p>a. Allied Kommandatura (AK) Cases Each case contains documents concerning the denazification of Germans who desired employment with the Allied Kommandatura.</p> <p>b. Caller Files. Each file comprises documents covering priority denazification of Germans whom lower echelons of U. S. occupation authorities wished to employ in essential work.</p> <p>c. Requested cases While these are dossiers on individuals, it could not be determined how this series differs from other records of the Berlin Sector.</p> <p>d. Detainee cases While these are dossiers on individuals, it could not be determined how this series differs from other records of the Berlin Sector.</p> <p>e. Master Card Index Serves as indexes to Series 7a, b, c, d.</p>		

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16-50420-1 GPO

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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8. ✓	<p>Series maintained separately from case files</p> <ul style="list-style-type: none"><li>a. Meldebogen</li><li>b. Meldebogen Record Cards Index to Series 8a.</li><li>c. Fragebogen Falsifications</li><li>d. Fragebogen Falsification Record Cards Index to Series 8c.</li><li>e. Investigations Reports</li><li>f. Investigation Record Cards Index to Series 8e.</li><li>g. Spruchkammer Charge Sheets</li><li>h. Spruchkammer Work Sheets</li><li>i. Spruchkammer Sanctions</li><li>j. Record Cards of Spruchkammer Decisions Index to Series 8i.</li><li>k. Delinquency and Error Reports</li><li>l. D &amp; E Report Locator Cards Index to Series 8k.</li><li>m. Tribunal Supervision Work Sheets</li><li>n. Appeals Cases (Berufungen)</li><li>o. Appeals Cases Cards (AC) Index to Series 8n.</li></ul>		
9. ✓	<p>Civilian Internment Camp Records</p> <p>The U. S. occupation authorities automatically arrested and interned specified categories of Nazis (certain SS and SA members), designated German Army, Air Force and Navy Officers, high government officials, etc. In 1945, OMGUS set up five internment camps. In October 1946 the camps were turned over to the German Laender (or States) to administer. At each camp a Spruchkammer was established. The internee could be tried separately in a denazification court and a war</p>		

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**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

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10. ✓	<p>crimes court.</p> <p>a. Dossier Files Besides containing the types of documents described in Series 1 above, a dossier may also contain an arrest report, detention report, interrogation/screening report, POW preliminaries record (where applicable) etc.</p> <p>b. Indexes (1) Master File Cards (2) Civilian Internee Record Cards</p> <p>c. Civilian Internees Files Comprise separate dossiers maintained on internees while camps were under OMCUS jurisdiction.</p> <p>OMCUS Denazification Review Board Records</p> <p>a. Case files involving review of requests for reinstatement of Germans removed from key positions. Requests were initiated by lower echelons of U. S. occupation authorities. The Review Board was discontinued after June 1, 1946.</p> <p>b. Index to Case Files</p>		

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16-50423-1 GPO



### Background

As a part of the process of democratizing the U. S. Zone of occupation of Germany, the American authorities undertook a program of denazification, that is, the removal of Nazi's and militarists from positions of public administration, industry and other fields and their subjection to trial and punishment, if deemed necessary.

From the beginning of the occupation until June 1946, the denazification program was handled exclusively by the U. S. authorities, the specific task being assigned to a Special Branch, Public Safety Division established in each of the three states (or Laender), in the Bremen Enclave, and in the U. S. Sector of Berlin. Denazification was thus carried out purely by administrative actions of Special Branches.

Effective in June 1946, OMGUS turned the denazification program over to the Laender and Sector to effect through judicial review or trial by courts (Spruchkammern). In each Land, in the Enclave, and in the Sector, a Ministry of Political Liberation was created to establish courts, to appoint judges, prosecutors and staff personnel, to see to the execution of sentences, and in general to administer the program from the German side. The Special Branches were to monitor the program seeing to it that it was carried out according to OMGUS concepts and purposes.

Courts were set up in every county (Landkreis) and city. There were about 480 courts. In addition, there were some appellate courts.

Upon the closing out of the program in 1948, the denazification records, then located in some 250 places (Kreis Resident Offices) were shipped to Darmstadt for processing and eventual transfer to the Kansas City Records Center.

The denazification records are complex with respect to the number of filing systems. Each of the courts set up its own separate file system for its trial records. Thus there are about 485 separate file systems. In addition, each court had its separate card indexes to its trial records. The major portion of the cases and dossiers, instead of being arranged alphabetically by name of individual, as they should have been, are arranged numerically. This made it necessary to prepare extensive card indexes. At least 6,000 feet of the denazification records are indexes. A respectable volume of these indexes was received by KCRC as "unsorted," that is, only broadly alphabetized or in disorder. They remain that way today since KCRC did not have the personnel to perfect the indexes

It has been assumed that sets of all pertinent denazification records are in the custody of German authorities. In the course of a visit to the National Archives early in 1960, Dr. Alfred Wagner, Archivassessor of the Bundesarchiv of West Germany, confirmed the existence of these sets and was of the opinion that the State Archives of the four Laender would in time receive these sets.



This Schedule covers approximately 18,000 feet of records. Their retention beyond January 1, 1963 is not warranted. These are operational records. Policy records on denazification are with the main body of OMGUS records and will be retained permanently. The interest of German citizens in these records will be safeguarded through the copies held in Germany. The State Department (through Mrs. B. Finke, Biographic Division) has indicated informally that it has no further need for these records. The Central Intelligence Agency (through  Records Officer) has stated informally that its interests in these records will cease in 1962. The Immigration and Naturalization Service appears to have no further use for the records. No other agency of the U. S. Government seems to have an interest in the records. ✓

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The Dossier Files for the three laender and the Enclave and the VIP Cases for the Berlin Sector, ca. 900 feet, will be retained permanently. ✓ The Files and Cases will constitute a selective sampling of the Denazification Records to be preserved for historical and sociological research purposes. Each dossier (as well as each VIP case) contains all the documents relating to the denazification of a so-called VIP. Determination of VIP status was based on a person's occupation (government official, industrialist, professionals-doctor, priest, teacher, etc). Each dossier or case may contain all the documents described in Series 1 of this Schedule. The Dossier Files are generally arranged numerically. The Files and Cases will be rearranged into one overall alphabetical group, thus making it unnecessary to retain any portion of the card indexes described in Series 4a and b. Anyway, it is impossible to separate card indexes covering Case History Files (Series 1) from those indexing Dossier Files. ✓

Standard Form No. 115  
Revised November 1961  
Prescribed by General Services  
Administration  
GSA Reg. 3-IV 106

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)

General Services Administration

2. MAJOR SUBDIVISION

Records Management Service, Region 6

3. MINOR SUBDIVISION

Federal Records Center,  
KC Annex (Military Records Branch)

4. NAME OF PERSON WITH WHOM TO CONFER

Philip P. Brower

5. TEL. EXT.

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 4 pages are proposed for disposal for the reason indicated: ("X" only one)

☒ A The records have  
ceased to have suffi-  
cient value to warrant  
further retention.

☐ B The records will cease to have sufficient value  
to warrant further retention on the expiration  
of the period of time indicated or on the occur-  
rence of the event specified.

July 6, 1960  
(Date)

A. S. White  
(Signature of Agency Representative)

Prof. FRC  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>Denazification Records</u> of the Special Branch, Public Safety Division, OMCUS, located in Land Bavaria, Land Hesse, Land Wuertemberg-Baden, Bremen Enclave, and U. S. Sector of Berlin, 1945-1949.</p> <p>Berlin Sector Records</p> <p>Police Investigations</p> <p>Consist solely of lists of names of persons, indicating whether each individual had been a member of a Nazi organization or a former Wehrmacht officer.</p>		
2.	<p>Civilian Internment Camp Records</p> <p>Immunization Registers</p> <p>Constitute a record of immunization of internees.</p>		
3.	<p>Spruchkammer correspondence</p> <p>Correspondence with Special Branches on routine matters, such as requests for documents or data, submittal of statistics on the variety of sentences handed down, dates of adjournment of courts, etc.</p>		
4.	<p>Not chargeable lists</p> <p>Lists of persons found not subject to trial.</p>		

Four copies, including original, to be submitted to the National Archives and Records Service

16-54129-2 GPO

## INSTRUCTIONS

GSA 12 101

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**Specific Instructions:**

**Entries 1, 2, and 3** should show *what* agency has custody of the records that are identified on the form, and should contain the name of the department or independent agency, and its major and minor subdivisions.

**Entries 4 and 5** should help identify and locate the person to *whom* inquiries regarding the records should be directed.

**Entry 6** should show *what kind* of authorization is requested. Only one of two kinds of authorizations may be requested on a particular form.

**Box A** should be marked if immediate disposal is to be made of past accumulations of records, and the completed form thus marked is a list.

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**Entry 7** should contain the numbers of the items of records identified on the form in sequence, i. e., 1, 2, 3, 4, etc.

**Entry 8** should show what records are proposed for disposal.

Center headings should indicate *what office's records* are involved if all records described on the form are not those of the same office or if they are records created by another office or agency.

An identification should be provided of the *types of records* involved if they are other than textual records, for example, if they are photographic records, sound recordings, or cartographic records.

An itemization and accurate identification should be provided of the *series of records* that are proposed for disposal. Each series should comprise the largest practical grouping of separately organized and logically related materials that can be treated as a single unit for purposes of disposal. Component parts of a series may be listed separately if numbered consecutively as 1a, 1b, etc., under the general series entry.

A statement should be provided showing *when* the records were produced or *when* disposal is to be made of the records, thus:

If Box A under entry 6 was marked, the inclusive dates during which the records were produced should be stated.

If Box B under entry 6 was marked, the period of retention should be stated. The retention period may be expressed in terms of years, months, etc., or in terms of future actions or events. A future action or event that is to determine the retention period must be objective and definite. If disposal of the records is contingent upon their being microfilmed, the retention period should read: "Until ascertained that microphotographic copies have been made in accordance with GSA Regulations 3-IV-105 and are adequate substitutes for the paper records."

**Entry 9** should show *what samples* of records were submitted for each item, or with *what job number* such samples were previously submitted. Samples of types of records other than textual and cartographic records should not be submitted.

**Entry 10** should be left blank.

U. S. GOVERNMENT PRINTING OFFICE 16-54478-2

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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	<b>Amnesty Lists</b>  The volume of review of denazification cases in time became so onerous that OMGUS was compelled to grant amnesties on a wholesale basis. One example was the "youth Amnesty," granted to all persons born after January 1, 1919. These lists give names of persons amnestied.		
6.	<b>Amnesty Record Cards</b>  Serve as indexes to Series 5 above.		
7.	<b>Mandatory Removal File</b>  Comprises copies of correspondence of Special Branches to German public offices ordering the removal of certain persons from office. Occasionally there are replies indicating that removals had been carried out.		
8.	<b>Denunciations</b>  Statements of Germans denouncing other Germans as former Nazis or for other reasons.		
9.	<b>Denunciation Record Cards</b>  Serve as indexes to Series 8.		
10.	<b>Berlin Document Center Records Checks</b>  Statements furnished by that Center that designated persons were members of Nazi organizations.		
11.	<b>Berlin Document Center Check Record Cards</b>  Indexes to Series 10.		
12.	<b>Pictures Files</b>  Consist of photographs of individuals or groups of persons, many wearing Nazi uniforms. Often identifications are given. There are numerous photographs of Hitler attending various ceremonies. Many of the photographs could be considered to have historical value. However, such Nazi activities as are depicted in these files are adequately documented in the Hoffman Photograph Collection in the custody of the World War II Records Division, National Archives.		

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16-50428-1 GPO

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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13.	<p>Civil Censorship Reports</p> <p>Consist essentially of copies of "Submissions" of the Civil Censorship Division, USFET, dealing with intercepts of German letters and telephone calls. Occasionally this series contains copies of correspondence transmitting submissions to Liaison and Security Offices, OMGUS, for action.</p>		
14.	<p>Routing Cards</p> <p>These are actually "back slips" routing papers to given offices for action.</p>		
15.	<p>Synopsis (S Y) Cards</p> <p>Give abbreviated information about a Fragebogen case, showing Fragebogen number, the result of the Fragebogen evaluation and membership in Nazi organizations.</p>		
16.	<p>Temporary Registration Cards</p> <p>These cards are copies of the first registration certificates issued to the Germans after the occupation. Cards provide personal data, information about membership in Nazi organizations, and a print of the right index finger.</p>		
17.	<p>Criminal Court Register Cards</p> <p>Information on the criminal background of persons prior to the cessation of hostilities is shown on these cards.</p>		
18.	<p>Miscellaneous Correspondence</p> <p>Covers a variety of routine administrative matters, including copies of questionnaires, work sheets, court decisions, etc.</p>		
19.	<p>Miscellaneous Reports</p> <p>Comprises copies of many types of reports usually statistical, such as Monthly Employees Status Reports, prepared by Laender governmental offices mainly but also by private organizations, Denazification Reports compiled by Special Branches showing progress in the execution of the denazification program, Spruchkammer</p>		

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16-56428-1 GPO

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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20.	<p>reports indicating accomplishments or showing a break-down in lists of sentences meted out, etc.</p> <p>Miscellaneous Lists</p> <p>All manner of lists are filed here - lists of persons employed, arrested, removed from employment, non-chargeable, serving as members of tribunals, having falsified Fragebogen, etc.</p>		

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16-50428-1 GPO

### Background

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From the beginning of the occupation until June 1946, the denazification program was handled exclusively by the U. S. authorities, the specific task being assigned to a Special Branch, Public Safety Division established in each of the States (or Laender), in the Bremen Enclave, and in the U. S. Sector of Berlin. Denazification was thus carried out purely by administrative actions of the Special Branches.

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Courts were set up in every county (Landkreis) and city. There were about 480 courts. In addition, there were some appellate courts.

This list covers approximately 1100 feet of records. They represent the "peripheal" portion of the operational denazification records. 18,000 feet of operational denazification records are covered on a separate schedule. Policy records on denazification are with the main body of OMGUS records and will be retained permanently.